



TIBSHELF COMMUNITY SCHOOL

Y10 Work experience – FAQ for parents



This booklet has lots of information about your work experience journey to Tibshelf School.

It should also answer any questions that you might already have.



What steps do the school take to ensure the safety of my son / daughter while they are on placement?

The safety of your child is the most important thing. The following systems are in place to look after their interests.

- All proposed work experience placements are inspected and health and safety approved by the Derbyshire County Council (DCC) before any student is allowed to go there on work experience. The placements are also monitored regularly to ensure that they remain a safe place for students on work experience.
- When your child first arrives at the work experience placement, they will have a formal induction with the company. This is to make sure they understand some basic workplace rules and know how to keep themselves safe while they are on the employer's premises.
- For the time they're on the work experience placement, your child will be given a named supervisor who will look after them. The supervisor will ensure your child behaves themselves in a way which will help them to stay safe in the workplace.
- A teacher from school will also speak to them whilst on the workplace to see how they are getting on.

Can you guarantee that my son / daughter will be able to go on the placement of their choice?

The school and DCC will do everything possible to ensure that they can go to the work placement of their choice, but this is not always possible. The main reasons why a placement choice is denied are:

- the placement does not meet the health and safety standard to take a student on work experience
- the work placement request has been returned to the school too late for them to request a health and safety approval visit from the DCC
- the employer does not have Employers' Liability Insurance
- the proposed placement is in a job which is forbidden for pre-16 work experience
- the work placement has already been booked by another school for the weeks your child wants to go there on work experience, or
- the placement is outside Derby

Can my son or daughter find their own placement?

We would prefer that their placement comes from the Derbyshire County Council (DCC) list of approved work experience placements. However, if they're able to find their own placement that is acceptable, but that would still need to be approved by DCC before they went on placement.

Does my child have to find a placement within Derbyshire?

This depends on the distance and DCC approval. Check this with Mr Penford beforehand.

Will definitely not allow any work placements overseas.

There are a few points to bear in mind.

- There is an extra cost involved in having an out of county placement health and safety approved and the school can insist that this is passed on to the parent.
- Asking for an out of county placement for your child can be difficult.



All areas work under the same pressures to get very large numbers of students out on work experience each year. All organisations give priority to students from their own county and often requests which do not come from their own county's students are refused. However, the DCC has arrangements in place which may allow a student to go on work experience in a neighbouring county if their school is close to the border. Check with the school to see if this applies to your child.

Can they go to work experience with a family friend who works on their own?

Before they can go on any placement, the DCC must check that the employer has Employers' Liability Insurance. If they work on their own, they will also need to be checked by the Criminal Records Bureau (CRB) before the placement can be approved.

The placement my child wants to go to can only take them on during the summer holidays, can this be arranged?

No. The school will only allow your child to go on work experience during school time. If they go on a placement during the school holidays:

- this cannot be classed as school work experience
- this is a private arrangement and is entirely at your own discretion. The school will accept no legal responsibility for your child on this work placement during school holidays
- you will need to ensure that the employer has the relevant insurances in place to cover your child during their time on the premises, and
- this will be classed as part-time employment and you will need to ensure that there is a work permit in place to cover the period of time your child is on the work placement. Work permits are available from the local authority's Education Welfare office.

If DCC does not approve the placement can my child go anyway?

No. The school will only use work placements which have been approved by the DCC and will not allow any student to use placements which are not approved. To do so could put your son or daughter at risk.

Can we send our child to a placement of our choice and just send in a holiday form to the school for this period?

Schools are not encouraged by the LA to accept holiday forms for Year 10 students during the school's designated work experience weeks. Such absences from school would be deemed to be an unauthorised absence and the school's normal procedures for dealing with such absences would apply.

What if they have a problem on work experience or do not like the conditions?

If your child has a problem while they are on work experience, the school tutor assigned to them should be contacted as soon as possible. If necessary, the school will inform the DCC if it is a matter which needs to be taken up with the employer.

What should they do if they're ill and cannot go to the placement?

If your child is ill and cannot go to your placement, they must get someone to phone school and let them know that they are not well enough to go. They should also contact the employer to let them know.



How do I find out more information?

Further information can be found on our school website <https://tibshelf.derbyshire.sch.uk/> where you can find all of the key documents which relate to work experience this year.

Should you have any general enquires relating to work experience please email workexperience@tibshelf.derbyshire.sch.uk